

Topic(s)	Tickler Name	How is it created?	How is it removed from my Ticklers tab?	Additional Comments
AFCARS	AFCARS Exceptions	On open cases where the child is currently in placement (or was in placement previously and whos case is still open for services) and AFCARS data is missing, incorrect or otherwise inconsistent with AFCARS reporting expectations. AFCARS ticklers are generated nightly.	When the missing AFCARS data is entered into the AFCARS Foster Care Exception window or other designated window. Ticklers will not be deleted until all AFCARS errors that produce a tickler are resolved and the nightly batch process is run.	Cases subject to AFCARS reporting requirements are children or juveniles in out of home care, included court-ordered kinship care, placement cases and pre-adoptive foster care cases who were in placement for more than one day (during the AFCARS reporting cycle) and the case is not closed for services in WISACWIS. AFCARS ticklers prevent case closure.  Please access the AFCARS User Guide on the Knowledge Web for more detailed information regarding specific AFCARS errors and how to correct them.
Assessment	Assessment Due	When the Protective Services Report is linked to an existing case or used to create a case.	When the assessment has received supervisory approval.	
Assessment	Assessment Extension	When an assessment extension receives supervisory approval.	When the assessment has received supervisory approval.	
Case Progress Evaluation	Case Progress Evaluation	The Case Progress Evaluation tickler is created when the Case Plan is approved by the supervisor, however dates are set based on the first specific goal entered into the Case Plan. The tickler can be generated from one of two places - either the Specific Goal field when the first text is entered into this field, or the Specific Goal Begin Date which is system generated once text is entered into the Specific Goal field. This tickler occurs on an ongoing basis until the case is closed or is transferred to the adoption unit.	The tickler is reset, if any specific goals are open, when a Case Progress Evaluation has been completed and has received supervisory approval. The tickler is deleted when the case is closed or transferred to the adoption unit.	The Wisconsin Standards recommend that a Case Progress Evaluation and Safety Assessment be completed every 90 days when a child is placed out of the home. The standards require that the Case Progress Evaluation be completed at least once every 180 days.
Court	Court Report Due	When a date is entered into the Report Due field on the Legal Status window and the verified checkbox is checked.	When a date is entered in the Report Submitted field on the Legal Status window.	
Eligibility	Complete Initial Title IV-E Eligibility Determination	When an Initial Title IV-E Eligibility Determination is referred to the eligibility specialist. (i.e. From the Basic tab of the Eligibility window, the Options > SEU Regional Manager for IV-E option is selected).	When an Initial Title IV-E Eligibility Determination is completed.	Used by County if they perform Title IV-E Eligibility Determination, rather than MAXIMUS; If County is conducting the determinations, tickler will go to worker in the "Eligibility Contact" job class; only one worker can have this job class. Otherwise, MAXIMUS will get the tickler.
Eligibility	Eligibility Change	When no other Eligibility Change tickler exists for this child, and a change occurs that could impact a child's Title IV-E eligibility. These events include: a change in deprivation, assets, employment, graduation date, provider license status, provider not-for-profit status, legal custody; or when a child turns 18 or is discharged from all placements. Ticklers are generated for all children in a family for changes in assets and employment information.  Also, when the legal custody of the child changes between legal status code values that give the child's custody to the Department and values that are non-department custody, the tickler will be created if there is an eligibility redetermination done before the legal status is done.	When a Title IV-E Eligibility Determination or Redetermination is completed.	Used by County if they perform Title IV-E Eligibility Determination, rather than MAXIMUS; If County is conducting the determinations, tickler will go to worker in the "Eligibility Contact" job class; only one worker can have this job class. Otherwise, MAXIMUS will get the tickler.
Eligibility	Title IV-E Eligibility Redetermination Due	When the Eligibility worker completes an Initial Determination or Redetermination.	When the Eligibility worker completes a Redetermination.	
Financial	Spend Down Needed (FFP)	When the ledger balance exceeds a certain percentage of a statewide maximum balance for a non-FFP Child. The current WISACWIS settings are 100% of \$1,500.	When the ledger balance drops back below the FFP maximum balance settings.	An FFP (Federal Financial Participation) child is Title IV-E eligible and reimbursible. A worker must have an assignment to the case where Assignment Type is "Trust Account."
Financial	Spend Down Needed (non-FFP)	When the ledger balance exceeds a certain percentage of a statewide maximum balance for a non-FFP Child. The current WISACWIS settings are 100% of \$1,500.	When the ledger balance drops back below the non-FFP maximum balance settings.	A non-FFP (Federal Financial Participation) child is not Title IV-E eligible, or is eligible, but not reimbursible. A worker must have an assignment to the case where Assignment Type is "Trust Account."
Medicaid	Medicaid Certification Due	When an initial certification is entered in the system.	When the new certification is entered for the child.	
Permanency Plan	Permanency Plan Due	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, the episode begin flag is set to 'Y', and the placement is approved.	Can be deleted in three ways: 1. A Permanency Plan is created and approved. 2. The OHP is ended and a value is entered in the 'Discharge Reason' field on the Service Ending pop up for the placement. 3. The OHP with the removal flag = Y is ended with the ending reason: 'Placement made in error'	

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Permanency Plan	Permanency Plan Hearing	<p>The initial Permanency Plan Hearing tickler is generated when an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, the episode begin flag is set to 'Y', and the placement is approved.</p> <p>For every consecutive Permanency Plan Hearing tickler, the due date is calculated 12 months from the date entered on the 'Date of Hearing or Review' field located on the Basic Tab of the Permanency Plan Review or Hearing Results Page.</p>	<p>Can be deleted in the following ways:</p> <ol style="list-style-type: none"> <li>1. A Permanency Plan Hearing (12 months) is created and approved on the Permanency Plan Review or Hearing Results Page.</li> <li>2. The OHP is ended and a value is entered in the 'Discharge Reason' field on the Service Ending pop up for the placement.</li> <li>3. The OHP with the removal flag = Y is ended with the ending reason: 'Placement made in error'</li> </ol>	
Permanency Plan	Permanency Plan Review (Used to be called Administrative Review Tickler)	<p>The initial Permanency Plan Review tickler is generated when an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, the episode begin flag is set to 'Y', and the placement is approved.</p> <p>For every consecutive Permanency Plan Review tickler, the due date is calculated 6 months from the date entered on the Hearing/Review Date located on the Basic Tab of the Permanency Plan Review or Hearing Results Page.</p>	<p>Can be deleted in the following ways:</p> <ol style="list-style-type: none"> <li>1. A Permanency Plan Review (6 months) or Permanency Plan Hearing (12 month) is created and approved on the Permanency Plan Review or Hearing Results Page.</li> <li>2. The OHP is ended and a value is entered in the 'Discharge Reason' field on the Service Ending pop up for the placement.</li> <li>3. The OHP with the removal flag = Y is ended with the ending reason: 'Placement made in error'</li> </ol>	
Provider EFT Information	Review Provider EFT Information	By WISACWIS to DOA- EFT File Extract batch program for each pre-note sent.	When the Out of Home Care worker changes the Payment Method to EFT or requests another pre-note or resets the EFT Information on the Electronic Funds Transfer window.	Electronic Funds Transfer (EFT) available, but not yet in use by any counties. This tickler would only be used by a county utilizing EFT for provider payments. The Due Date, Reminder Date and Escalation Dates cannot be modified if the county is not using the EFT functionality.
Provider License	Home License About To Expire	When a home provider license is created.	When the status of the license is changed to Renewed, Revoked, Closed or Expired. For licenses expired by batch, the License About to Expire batch (b-pm04a-home-priv-licns) will delete ticklers that were originally created to remind the worker to renew the license.	
Rate Setting	Foster Care Rate Setting - 30 Day Rate Setting	The 30-day Rate Setting tickler will be created from the Out of Home Placement window in the following situations: - An Out of Home Placement is approved - AND, the placement is in a Foster Home or Treatment Foster Home or Milwaukee Wraparound Foster Home.	<ol style="list-style-type: none"> <li>1) <b>From the Rate Setting window</b> - a Rate Setting record is approved for the child</li> <li>2) <b>From the Placement Ending window</b> - the child's Discharge from all Placements" ending is Approved - OR, the child's "Placement Made in Error" ending is Approved</li> <li>3) <b>From the Out of Home Placement window</b> - A new OHP is approved AND the child has a NON-Approved Rate Setting record - OR, A new OHP is approved AND the placement's service type is NOT a Foster or Treatment Foster Home or Milwaukee Wraparound Foster Home - OR, A new OHP is approved AND the child has an approved Rate Setting record</li> <li>4) <b>As part of the Case Closure batch processing</b></li> <li>5) <b>As part of the TPR batch</b></li> </ol>	
Rate Setting	Foster Care Rate Setting - 6 month Rate Setting Review	The 6-month Rate Setting tickler will be created from the Rate Setting window in the following situations: - A Rate Setting record is approved for the child - AND, The child is in a Foster or Treatment Foster Home or Milwaukee Wraparound Foster Home.	<ol style="list-style-type: none"> <li>1) <b>From the Rate Setting window</b> - a Rate Setting record is approved for the child</li> <li>2) <b>From the Placement Ending window</b> - the child's Discharge from all Placements" ending is Approved - OR, the child's "Placement Made in Error" ending is Approved</li> <li>3) <b>From the Out of Home Placement window</b> - A new OHP is approved AND the child has a NON-Approved Rate Setting record - OR, A new OHP is approved AND the placement's service type is NOT a Foster or Treatment Foster Home or Milwaukee Wraparound Foster Home - OR, A new OHP is approved AND the child has an approved Rate Setting record</li> <li>4) <b>As part of the Case Closure batch processing</b></li> <li>5) <b>As part of the TPR batch</b></li> </ol>	
Voluntary Placement Agreement	Voluntary Placement Agreement – Group Home	When the worker creates a VPA- Group Home using the Agreements and Notices window.	When the worker checks the Agreement Concluded checkbox and enters an end date in the "Agreement End Date" field on the Agreements and Notices window.	
Voluntary Placement Agreement	Voluntary Placement Agreement – Foster Home	When the worker creates a VPA- Foster Home using the Agreements and Notices window.	When the worker checks the Agreement Concluded checkbox and enters an end date in the "Agreement End Date" field on the Agreements and Notices window.	